

CSV File Creation Instructions for:

Non-SSN GPA Record Layout

1. Utilize an Excel worksheet to enter the data that will be converted into a CSV file.
 - Open the Non-SSN GPA Record Layout Excel file. This file will have the field names listed below across the first row.

OR

- Open a blank Excel document and add the following field names in the first row. Only one field name should be each cell.
 - Record ID
 - School Code
 - HS Grad Date
 - Student GPA
 - Flags
 - Spring School Code
 - Student's Date of Birth
 - Student's Last Name
 - Student's First Name
 - Student's Middle Initial
 - Mother's Last Name
 - Father's Last Name
 - Student's Street Address
 - Student's City
 - Student's Zip Code
 - Student's Gender
 - Parent's Phone Number
 - Student's Phone Number
 - Student's Email Address
 - Parent's Email Address
 - Student's Dream Act ID
 - Required Data Element
 - School Student ID
 - State Student Identification Number

2. Prepare the Excel file before entering the student information.
 - Select the entire Excel worksheet by using Ctrl+A
 - Change the worksheet format to Text
 - After selecting the entire Excel worksheet, right click on the worksheet and choose Format Cells...
 - Choose Text under Category: then choose OK.

3. Enter the student information. Use one row per student.
 - Utilize the following guide to enter the appropriate cell value.
 - Maximum Number of Characters – data entered should not have more than this number of characters.
 - Field Name – field name matches the columns in Excel.
 - Valid Content – description of the values that should be entered.

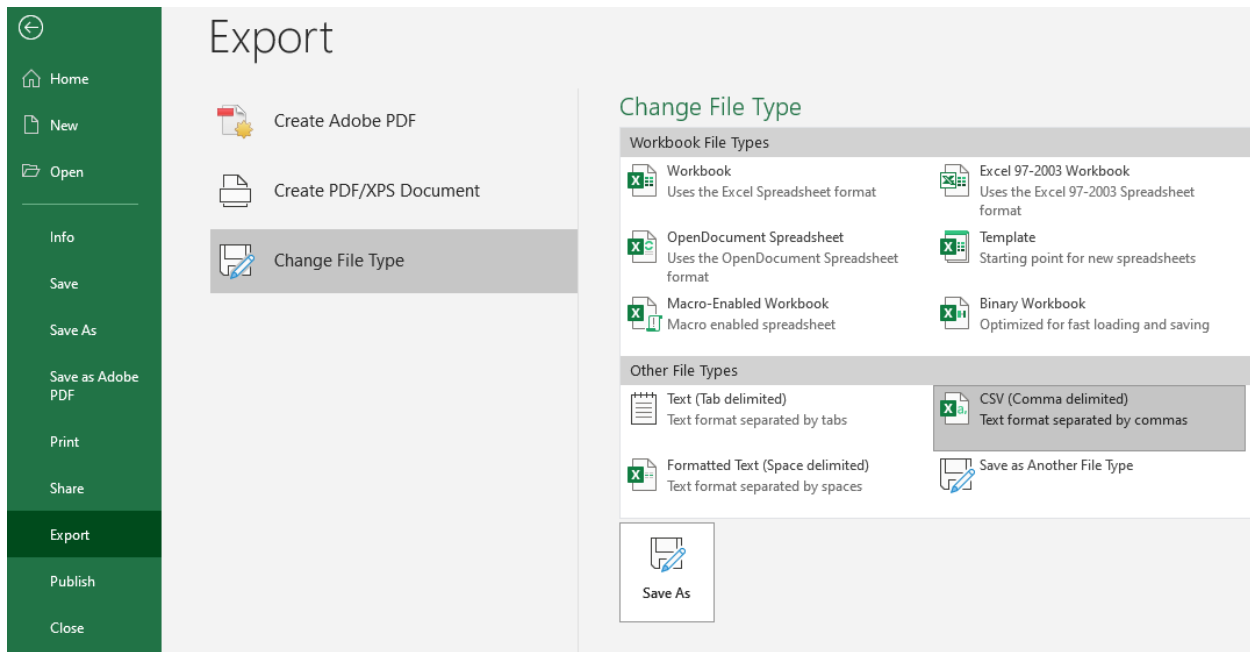
Non-SSN GPA CSV Excel File Layout		
Maximum Number of Characters	Field Name	Valid Content
3	Record ID	Enter "NS1" for all records
8	School Code	00000000 to 99999999 High School: College Board Code+00 College: OPE ID Number
8	HS Grad Date	Format is YYYYMMDD 19400101 to 20001231
3	Student GPA	001 to 400
8	Flags	H or C High School: H Community College: C
8	Spring School Code	00000000 to 99999999 High School: College Board Code+00 College: OPE ID Number
8	Student's Date of Birth	Format is YYYYMMDD 19200101 to 20001231
19	Student's Last Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) (period) ' (apostrophe) (hyphen)
12	Student's First Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) (period) ' (apostrophe) (hyphen)
1	Student's Middle Initial	Uppercase letters A to Z or Blank
19	Mother's Last Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) (period)

		' (apostrophe) - (hyphen)
19	Father's Last Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) . (period) ' (apostrophe) - (hyphen)
35	Student's Street Address	Numbers 0 to 9 Uppercase letters A to Z . (period) ' (apostrophe) - (hyphen) , (comma) # (number) @ (at) % (percent or care of) & (ampersand) / (slash) Space(s)
17	Student's City	Numbers 0 to 9 Uppercase letters A to Z . (period) ' (apostrophe) - (hyphen) , (comma) # (number) @ (at) % (percent or care of) & (ampersand) / (slash) Space(s)
5	Student's Zip Code	00000 to 99999
1	Student's Gender	M = Male F = Female N = Non-binary
10	Parent's Phone Number	0000000000 to 9999999999 or Blank
10	Student's Phone Number	0000000000 to 9999999999 or Blank
50	Student's Email Address	Blank If non-blank: One and only one "@" allowed. Before @: <ul style="list-style-type: none"> • at least one valid character • all characters in the range of ASCII 33-

		<p>126, except for the following 12 characters <> () [] \ , ; : " @</p> <ul style="list-style-type: none"> • period (.) cannot be first, last or adjacent to another period <p>After @:</p> <ul style="list-style-type: none"> • at least one valid character • only letters, digits, hyphen, underscore, and period (A-Z, a-z, 0-9, -, _, .) • hyphen, underscore, and period cannot be first, last, or adjacent to a period
50	Parent's Email Address	<p>Blank</p> <p>If non-blank:</p> <p>One and only one "@" allowed.</p> <p>Before @:</p> <ul style="list-style-type: none"> • at least one valid character • all characters in the range of ASCII 33-126, except for the following 12 characters <> () [] \ , ; : " @ <p>After @:</p> <ul style="list-style-type: none"> • at least one valid character • only letters, digits, hyphen, underscore, and period (A-Z, a-z, 0-9, -, _, .) • hyphen, underscore, and period cannot be first, last, or adjacent to a period
9	Student's Dream Act ID	000100001 to 000999999 or Blank
3	Required Data Element	":~:"
20	School Student ID	<p>Numbers 0 to 9</p> <p>Uppercase letters A to Z</p> <p>. (period)</p> <p>' (apostrophe)</p> <p>- (hyphen)</p> <p>, (comma)</p>
10	State Student Identification Number	0000000000 to 9999999999

4. Prepare the Excel file for export after entering the student information.
 - Delete the first row with all the field names.
 - Delete any rows that may be partially completed.

5. Export as a CSV file.
 - Follow this path: File>Export
 - Choose 'Change File Type'
 - Choose 'CSV (Comma delimited)'
 - Choose 'Save As'
 - Save the file with the appropriate file name and save.



6. Upload this file in WebGrants.
 - Non-SSN GPA>Upload Non-SSN GPAs